

Senior Advisor for Logistics
Deputy Director for Logistics
GS-0301-13

Introduction

This position is located on the Advance and Scheduling Staff, in the immediate office of the Office of the Administrator. In this capacity, the incumbent serves as the Deputy Director of Logistics for the Administrator, responsible for strategic scheduling and operations for the Administrator.

The proposed incumbent of the position, requested for Schedule C, exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Chief of Staff. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Chief of Staff and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Chief of Staff in correspondence and other communications with Agency managers and program officials.

Major Duties and Responsibilities

1. Serves as Deputy Director for Logistics with the responsibility of leading the strategic operations for the Administrator. In this capacity, the incumbent serves as the Chair of the Administrator's Scheduling Review Team. Oversees the arrangements of trips, including all planning and advance arrangements, review of invitations, selection of speaking forums, and, in coordination with the Multimedia Operations and Services Staff and other offices, arranges for press conferences, television and other media appearances. This involves dealing with high ranking officials of the Agency, Congress, the White House, other Federal departments and agencies, State and local governments, scientific and research groups and associations, industry, public interest groups, foreign governments and the media.
2. Designs and conducts comprehensive management studies to identify and propose solutions to complex or controversial management problems with far-reaching scope or impact to a broad range of program operations. Projects typically involve development of new approaches. Conducts projects and studies to evaluate performance, progress, program status and trends in area of specialization against approved missions, schedules, goals, objectives, and measures of performance. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program. Prepares recommendations for policies to change the way programs are carried out and evaluates the content of new or modified legislation for projected impact upon agency

programs and resources. Translates basic legislation into program goals, actions, and services.

3. Responsible for maintaining the Administrator's calendar, responding to invitations, and ensuring that necessary speeches and briefing materials are prepared. Maintains a compilation of the Administrator's official weekly calendar and updates it for historical and official records.
4. Develops and maintains a master advance calendar of all meetings, conferences and travel involving the Administrator to assist in planning and coordinating his/her schedule and to utilize his/her time efficiently. This involves contact with key program officials in the Agency, as well as throughout the Executive and Legislative Branches of Government, public interest groups, etc.
5. Prepares, manages, and coordinates with appropriate staff to compile the daily briefing binder for the Administrator. Gathers and evaluates programmatic data to develop complete decision packages, staff studies, recommendations, and special reports and prepares executive briefings and similar materials for use by management. Collects, evaluates, and develops executive summaries, metric data, and annual report data for assigned areas. Utilizes expert application of qualitative and quantitative methods for the assessment and improvement of program effectiveness. Prepares presentations and briefings on studies/analyses/evaluation results, as assigned. Prepares, presents, and defends data developed for this purpose.
6. Participates in top-level planning and policy discussions with the Director of Advance and Deputy Chief of Staff to the Administrator, as well as key Agency officials on matters relating to the Agency as a means to following up on decisions or requests for meetings or further action on appropriate issues.
7. Opens up the office prior to the arrival of the Administrator and prepares the office for the day.
8. Performs other related duties as assigned.

Factor Level Descriptions

Factor 1 - Knowledge Required by the Position

Level 1-8 (1550 points)

Mastery knowledge of and skill in applying a wide range of analytical and evaluative methods and techniques sufficient to make recommendations to the Chief of Staff and senior management regarding Office and Agency operations. The position serves as an expert in extending existing approaches and applying new developments to investigate critical problems or in making decisions and recommendations, which significantly change, interpret, or develop important Agency programs.

Mastery knowledge of and skill in applying a wide range of methods used to gather, analyze, and evaluate information concerning complex management and administrative processes, policy development and, drawing conclusions, and recommending appropriate action.

Comprehensive knowledge of pertinent laws, regulations, policies, directives, and precedents which affect the use of program and related support resources (people, money or equipment in the area studied).

Comprehensive knowledge of Agency programs and functions, policies, objectives, and issues, and their relationship to other Federal, State, local, and Tribal government entities, as well as other private and public stakeholders, sufficient to analyze and evaluate methods and techniques for program development, execution and improvement.

Knowledge of and skill in preparing project papers, staff reports, and oral briefings to encourage understanding and acceptance of findings and recommendations.

Factor 2 - Supervisory Controls

Level 2-4 (450 points)

The supervisor outlines overall objectives and available resources. Within a framework of priorities, funding and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for completion. The employee is responsible for planning and carrying out assignments, coordinating the work with others, interpreting policy in terms of feasibility and compatibility with other work, and the initial application of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 - Guidelines

Level 3-4 (450 points)

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of the results desired, but do not go into detail as to the methods used to accomplish the project.

Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines, the employee may use initiative and resourcefulness to refine or develop more specific guidelines such as implementing methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs.

Factors 4 - Complexity

Level 4-5 (325 points)

The work consists of projects or studies which require analysis of interrelated issues of effectiveness, efficiency and productivity to a broad range of mission-oriented activities.

Recommendations to the supervisor and senior management are complicated by conflicting program goals and objectives which may derive from changes in guidelines and variations in the demand, as well as conflicting interests of the various contacts the position interacts with. Work is further complicated by the need to handle subjective concepts such as value judgments. The employee develops new approaches and methods which serve as precedents for others.

Factor 5 - Scope and Effect

Level 5-5 (325 points)

The purpose of the work is to analyze and evaluate major administrative aspects of the office and provide administrative support to the supervisor and senior management. Work involves providing expert administrative guidance and the leadership necessary to resolve matters which are very complex or controversial, or which set general precedent.

Work involves delicate coordination to resolve problems impacting the accomplishment of principal program goals and objectives supporting the priorities of the supervisor, senior management, and Administrator. These are often complicated by differing priorities for contacts across government. Completed assignments typically have major consequences involving prominent and fundamental matters with the potential for far-reaching impact.

Factors 6/7 - Personal Contacts/Purpose of Contacts

Levels 3c (180 points)

Personal contacts include staff and management internal and external to the Agency such as, high ranking officials of the Agency, Federal, State, municipal and county agencies, Tribal governments, international organizations and private industry and citizen groups; scientific and research groups and associations in a moderately unstructured setting.

The purpose of the contacts is to gather information, provide or request advice and guidance on plans/proposals, interpret policy/regulations or present controversial observations, findings or recommendations. Contacts often require persuasion and diplomacy in order to reach agreement and resolution.

Factor 8 - Physical Demands

Level 8-1 (5 points)

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items, and may involve travel to other locations. No special physical demands are involved in performing the work.

Factor 9 - Work Environment

Level 9-1 (5 points)

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings. The work area is adequately lighted, heated and ventilated.

Total Points: 3290

GS-13 Grade Range: 3155-3600